

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Code Compliance Technician		
<b>Job Code:</b>	ST5040	<b>Job Family:</b>	Service Trades
<b>Pay Grade</b>	502	<b>Date Created:</b>	06/14/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs basic inspections typically on projects involving a single repair service for contractors or homeowner. Provides permitting, information and research.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Provides maintenance services to contractors or homeowners.
2. Performs inspections on single trade permits or simple construction sites to insure that work performed meets City adopted codes and ordinances.
3. Provides customer service by interacting with customers either face-to-face, over the telephone or by email.
4. Conducts computer research of the City's permitting system to understand permitting structure and limitation for the customer.
5. Performs private property inspections as directed by City of Fort Worth Code and Ordinances.
6. Performs other duties as required.
7. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

### KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
  - City adopted Codes.
  - Permitting structure and limitations.
  - City and departmental driving policy.
  - Basic vehicles service requirements.
  - Basic fixtures repair.
- **Skill in:**
  - Clear explanation of codes to customers.
  - Repair skills.
  - Research and data input.

- Safe driving.
- Time Management.
- Customer service.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing
  - Perform permit research and enter inspection results.
  - Comply with City codes.
  - Work independently in the absence of supervision.
  - Establish and maintain effective working relationships.
  - Respond to requests and inquiries from the general public.

## **QUALIFICATIONS**

### **Minimum:**

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

High school diploma/GED and no previous experience required.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.